

How to avoid errors and delays when filing.....

Individual

- If you have filed electronically or by Telefile, mail only the voucher and the payment. Your return will be received electronically and does not require you to mail a copy to Georgia Department of Revenue.
- Do not mail in a copy of your federal return. Send your federal return to the IRS. Use current year coupons to file for the current tax year. Current year tax forms can be obtained from our website at www.gatax.org or ordered by contacting the Forms Section at 404-417-6011 or taxforms@gatax.org
- Mail supporting documents with each payment. Payments received without the proper tax form may not be applied correctly to the your account
- Remove all staples and paper clips. These items can cause documents to tear or jam while being processed through mail sorting and scanning equipment
- Where indicated detach or cut tax forms along the dotted line or perforation
- Do not fold vouchers and checks. Place in a business-size envelope
- Use the correct tax year ending and the due date when completing vouchers
- Use the current version of your tax software and check for updates periodically

Corporate

- Use the **IT-560-C** for corporations only
- Submit the PV-CORP payment voucher with the **2D 600** and the 600S returns* when a payment is due. Mail the return, payment and the PV-Corp together.
- Use current year coupons to file for the current tax year. Current year tax forms can be obtained from our website at www.gatax.org or ordered by contacting the Forms Section at 404-417-6011 or taxforms@gatax.org
- Mail supporting documents with payment. Payments received without the proper tax form may not be applied correctly to the intended account
- Remove all staples and paper clips. These items can cause documents to tear or jam while being processed through mail sorting and scanning equipment
- Where indicated detach or cut tax forms along the dotted line or perforation
- Do not fold vouchers and checks. Place in a business-size envelope
- Use the correct tax year ending and the due date when completing vouchers
- Use the current version of your tax software and check for updates periodically

Withholding

- When filing amended returns, use the voucher that refers to that tax year. If the previous year voucher cannot be obtained, use the current year voucher and type or stamp "Amended" in the middle of the form
- Withholding vouchers that are mailed to the taxpayer from the Georgia Department of Revenue are preprinted with information that should not be altered. Use the correct voucher for the correct tax period and due date. If the preprinted information is incorrect, use the appropriate form to indicate changes (G-5B Withholding Account Change Form)
- Use current year coupons to file for the current tax year. Current and previous year tax forms can be obtained from our website at www.gatax.org or ordered by contacting the Forms Section at 404-417-6011 or taxforms@gatax.org
- Mail supporting documents with payment. Payments received without the proper tax form may not be applied correctly to the intended account
- Remove all staples and paper clips. These items can cause documents to tear or jam while being processed through mail sort and scanning equipment
- Where indicated detach or cut tax forms along the dotted line or perforation
- Do not fold vouchers and checks. Place in a business-size envelope
- Use the correct tax year ending and the due date when completing vouchers
- Use the current version of your tax software and check for updates periodically

Sales and Use

ST-EZ

- Do not make copies of the ST-EZ. Only send the original ST-EZ that was mailed to you. If you do not receive a ST-EZ for the next tax period, file the return that was sent to you or use the appropriate ST-3 tax form posted on our website.
- Sales and Use tax forms that are mailed to the taxpayer from the Georgia Department of Revenue are preprinted with information that should not be altered. Use the correct tax form for the correct tax period and due date. If the preprinted information is incorrect, use the appropriate form to indicate changes (Registration Change Form)
- Current and previous year tax forms can be obtained from our website at www.gatax.org or ordered by contacting the Forms Section at 404-417-6011 or taxforms@gatax.org
- Mail supporting documents with payment. Payments received without the proper tax form may not be applied correctly to the intended account
- Remove all staples and paper clips. These items can cause documents to tear or jam while being processed through mail sort and scanning equipment
- Where indicated detach or cut tax forms along the dotted line or perforation
- Do not fold vouchers and checks. Place in a business-size envelope
- Use the correct tax period when completing tax forms
- Mail the PV-ST, ST-3 and payment together

*** 2D Barcode**

